

ADOPTION FOLLOW UP CALLER

Duties

- Place follow up calls to adopters within two days of adoption
- Find out if there are questions or concerns
- Forward “yellow flag” comments to WCAC staff
- Offer list of WCAC-approved trainers if appropriate
- Thank them again for adopting & remind them what a great thing they did for the animal

Qualifications

- Friendly, helpful attitude and personality
- Some knowledge of dog and cat behavior and a willingness to learn more
- Organized and willing to make the calls in a timely manner
- Ability to work independently

Training

- Attend orientation class(es) as specified by WCAC/AC
- On the job training from experienced volunteer or staff
- Participate in recommended training when requested

Time and Place

- After initial training, work from home

Commitment

- Minimum of one week per month – i.e. make the calls for all Adoptions that took place during that week

Supervision

- WCAC staff or designated lead volunteer